



NORTH CAROLINA AIR NATIONAL GUARD AGR VACANCY ANNOUNCEMENT



POSITION AND DUTY AFSC: TITLE: Management and Program Asst. PD: D1811000 AFSC: 3M0X1 PSN #: 01062510	RANK/GRADE: NTE TSgt/E-6	<div style="display: flex; align-items: center; margin-bottom: 10px;"> <input style="width: 30px; height: 30px; margin-right: 10px;" type="checkbox"/> NATIONWIDE </div> <div style="display: flex; align-items: center; margin-bottom: 10px;"> <input checked="" style="width: 30px; height: 30px; margin-right: 10px;" type="checkbox"/> NCANG MEMBERS ONLY </div> <div style="display: flex; align-items: center;"> <input style="width: 30px; height: 30px; margin-right: 10px;" type="checkbox"/> ON BOARD AGR ONLY </div>	ANNOUNCEMENT #: ANG-AGR 2015-14
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UNIT, LOCATION, POC:

 145th CES, RTS New London, NC

POC: Lt Col Milton Addison Milton.j.addison.mil@mail.mil
704.391-4340 DSN: 231-4340
OPENS: 1 June 2015 CLOSES: 30 June 2015
PRINCIPAL DUTIES AND RESPONSIBILITIES:

Coordinates and administers the Food Service Program for the unit, ensuring maximum accountability and appropriate use of food service resources, in part by adopting the role of Quality Assurance Evaluator (QAE). Manages the surveillance of the food contractor's quality program. Reviews and implements pertinent regulations and directives. Analyzes higher headquarters requirements and command needs. Initiates and recommends action for implementing programs designed to provide optimum food service support. Provides authoritative technical advice and supervision to subordinate personnel pertaining to food service matters. Conducts inspections, to ensure compliance with governing policies and regulations. Performs general administrative tasks such as record keeping, requisitioning, contracting for sanitation, food preparation, etc. Serves as the focal point for quality assurance on food service operations. Resolves discrepancies with contract vendors and the base contracting office. Identifies supply and equipment requirements as well as equipment maintenance and repairs and coordinates with the appropriate organizations. Manages the administration of lodging support for eligible members performing in an official military capacity (i.e. Unit Training Assembly (UTA) and Split Unit Training Assemblies (SUTA), deployments, home station training, incoming deployment or evaluation teams, staff assistance teams, visiting VIP's and transit crews). Provides guidance and defines requirements for lodging clerks to make appropriate lodging reservations. Conducts audits and validates invoices for lodging and food bills. Manages all logistical support for conferences, meetings, and workshops as required in the local area. Coordinates the assembly of all required material and audio visual support for meetings. Schedules and conducts meetings with local hotels to define off base requirement for pending conferences and workshop for all Air National Guard (ANG) activities held in local area for all career fields. Coordinates the necessary unit level Air Expeditionary Force (AEF) activities. Ensures personnel and equipment are completely compliant with readiness related requirements. Schedules and ensures personnel meet AEF requirement taskings. Ensures deploying individuals have met medical, legal, training and personal obligations prior to departure. Ensures deploying members are properly equipped with required Chemical Warfare Defense (CWD) clothing and equipment. Serves as the Unit Deployment Manager (UDM) for the unit. Manages the maintenance of office files, reports, correspondence, directives, and regulations. Directs subordinates who are responsible for preparing, publishing, distributing and tracking of unit orders, including travel orders, annual training orders, special training and other orders. Directs the integration and reconciliation of the orders processed with the workday accounting program manager to ensure orders requirements validation. Develops guidance for units input and retrieval of automated unit member data/report using computers and automated data systems such as the Air National Guard Reserve Order Writing System (AROWS), Military Personnel Data System (MILPDS), Training and Education Management System (TEMS), Logistics Module (LOGMOD), etc. Oversees the verification of contract requirements, invoicing, and validation of contract completion requirements. Serves as the Contract Assurance Evaluator (QAE) performing quality management, quality assurance and quality control measures to include external and internal audit activities particularly associated with the acquisition and sustainment of Services facilities and equipment repair. Supervises small contract teams, remaining independent when exercising Contract QAE role. Manages the development and the coordination of the QAE program. Establishes effective follow up mechanisms for tracking subsequent action items. Administers the Funeral Honors and Survivor Assistance Programs. Reviews and facilitates Military Personnel Appropriation (MPA) day requests with augmented units. Ensures honor guard members are compliant with all applicable regulations and directives. Coordinates requisition activities of the Funeral Honors program. Updates funeral data into the funeral detail database. Oversees the development, management and implementation of a variety of safety programs to ensure regulatory compliance as mandated by federal, state, and local agencies, including the Occupational Safety and Health Administration (OSHA). Oversees the management, implementation and coordination of the Services safety program to reduce or eliminate occupational injuries, illnesses, deaths, and financial losses; develops accident-prevention and loss-control systems and programs for incorporation into operational policies of the Air National Guard. Performs other duties as assigned.

QUALIFICATIONS: Must meet the physical qualifications outlined in AFI 48-123, as appropriate. Must comply with the military duty eligibility requirements IAW ANGI 36-101. Knowledge is mandatory of: Experience, education or training involving administrative or clerical experience (i.e., applying guidelines, rules and regulations to assignments, composing correspondence, researching and compiling information and data, and records administration). Experience using computer and automation systems. Must have at least 12 months experience, education or training evaluating and determining regulatory compliance. Experience using guidelines, methods, precedents and techniques applicable to the specific programs or phases relative to the position. Experience conducting studies, preparing reports, and making changes to eliminate ineffective operations.

NOTE: Military Grade Inversion: The military structure is preeminent over the full-time structure and military grade inversion within the full-time work force is not permitted. The military grade of the supervisor must equal or exceed the military grade of personnel supervised.

Application Packages must include the following:

- (1) NGB Form 34-1 (dated 11 Nov 2013)
- (2) A copy of your current (last 12 months) "passing" Physical Training Assessment Sheet. Must have a passing PT Assessment before starting tour.
- (3) vMPF RIP. Must be no more than 60 days old. Data Verification Brief (DVB) briefs or RIPs generated directly from MILPDS will not be accepted. All information to qualify you for an AGR Tour must be present within your RIP. If there is a system limitation causing your record to be incorrect, you must include the official supporting source document with your package. Pen/ink corrections on RIP could disqualify package
- (4) ASVAB Scores and PULHES: AF Form 422 (Obtain from 145 MDG). Must comply with ASVAB and PULHES criteria as listed in AFECED.
Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, *Medical Examination and Standards*. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status.

Individuals on a DD Form 469, *Duty Limiting Condition Report* at the time of AGR physical package evaluation will not be deemed medically qualified. Individuals may apply for AGR tours as long as meet the aforementioned requirement and subsequently are medically cleared off any DLC/medical profile prior to starting a new AGR tour. An initial AGR order will not be published prior to ensuring the selected applicant is off any duty limitations before starting their AGR tour.

Airmen determined physically qualified for continued military service IAW AFI 48-123, *Medical Examinations and Standards*, by the State Air Surgeon (or designated representative) or Military Entrance Processing Station (MEPS) may enter on AGR duty immediately.
- (5) Dental Classification: 1 or 2 (Obtain current SF 603A from 145 MDG)
- (6) Must have adjudicated Security Clearance before starting tour.
- (7) Scan all documents and submit as one attachment.

PLEASE READ DISCLAIMER: Do not submit other documents unless specifically asked for in the announcement.

You, the applicant, are responsible for the completion and turn-in of your application, all contents, and attachments. Incomplete applications will be considered "Not Qualified" because of lack of information. HRO is not responsible for incomplete packets. Applications and associated documents will not be returned nor considered for future vacancy announcements. Do not submit original documents

EMAIL APPLICATIONS TO: 145fss.fulltimejobapplications@ang.af.mil Applications must be received not later than 1600 hours (EST) on the closing date of the announcement. Applications received after the closing date/time will not be accepted. Applications must not be mailed using government-supplied envelopes or postage.

THE NORTH CAROLINA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation.